

GUIDE TO UPDATE EMPLOYEE

EMERGENCY

CONTACT INFORMATION

This guide explains how to update an employee's emergency contact information in My Biz/DCPDS. If you are a first-time user of MyBiz/DCPDS, please refer to the complete User Guide for CAC Enabling DCPDS/My Biz & My Workplace at http://cpol.army.mil/library/news/docs/dcpds_pug.pdf prior to updating your Emergency Contact Information.

1. Begin at the CPOL Portal page: <https://cpol.army.mil>. Note: ensure that your Common Access Card (CAC) is inserted into your CAC reader.

The screenshot shows the ACPOL/CPOL Homepage in Internet Explorer. The browser's address bar displays <http://www.cpol.army.mil/>. The page content includes a header with the Army logo and a mission statement: "The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer." Below this is a main content area with three columns. The left column is titled "Employment Opportunities Around the World" and lists "Top Army Initiatives" including "BRAC Information", "Army NSPS Information", "Quick Guide - CAC Enable CSU", "Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace", and "No Fear Act Notice". The middle column is titled "References & Tools" and includes "HR Guidance for Emergencies". The right column is titled "Employee Portal" and lists "Employee Login (with an AKO account)", "CAC Employee Login (Using Common Access Card - CAC)", and "Click here for DCPDS/MyBiz/My Workplace/CSU (to enter NSPS Appraisal info or to view your SF-50)". A red arrow points to the "Click here for DCPDS/MyBiz/My Workplace/CSU" link. The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off".

2. Click on the Portal link that reads: Click here for DCPDS/MyBiz/MyWorkplace.
3. Click **OK** on the DOD Notice and Consent Banner.

4. Select the **Login** button in the Smart Card (CAC) Access area.

Login : DCPDS Portal - Windows Internet Explorer
https://compo.dcpds.cpmso.osd.mil/

Smart Card Access **Help** Reporting Problems

Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate. **Login**

First time Smart Card user or need to **make name changes?** Register before logging in. **Register**

Authorized Non-Smart Card (Non-CAC) Access

Returning Non-Smart Card user (Non-CAC)? Use the username and password fields below to login.

Portal Username:
Portal Password:

First time Non-Smart Card (Non-CAC) User? Before using the DCPDS system, you must first register. **Register**

Password problems? You may go here if you have configured your account for automatic password resets. **Reset**

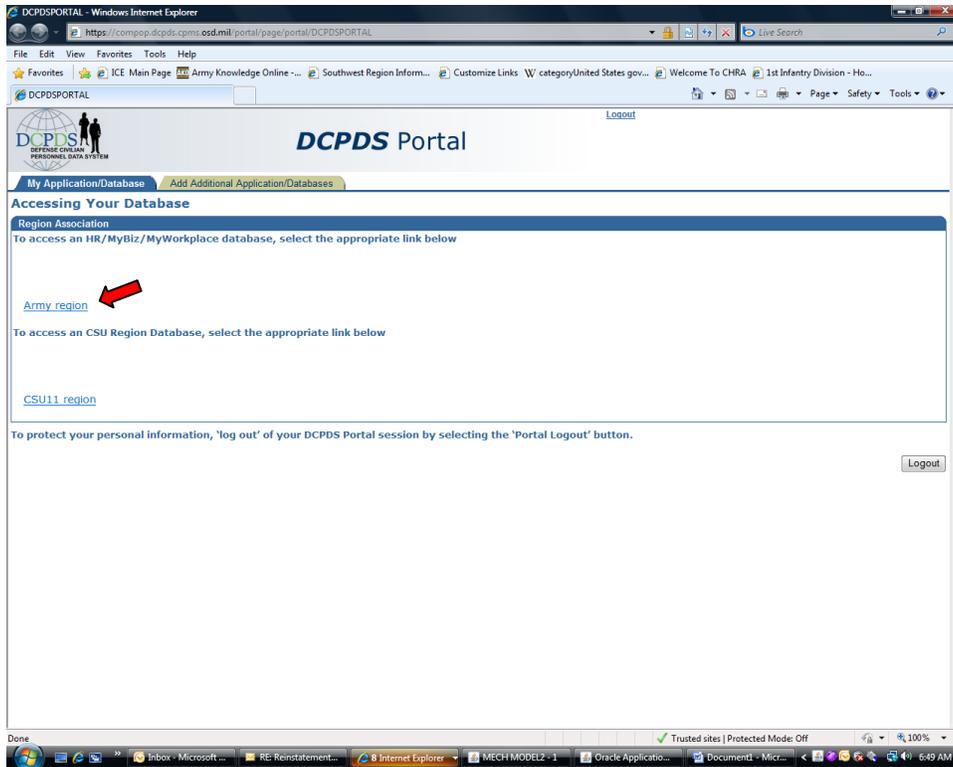
personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems (i.e., Smart Card issues, access problems, etc...) with the application, select the [Contact List](#) for your organization's computer support Help Desk.

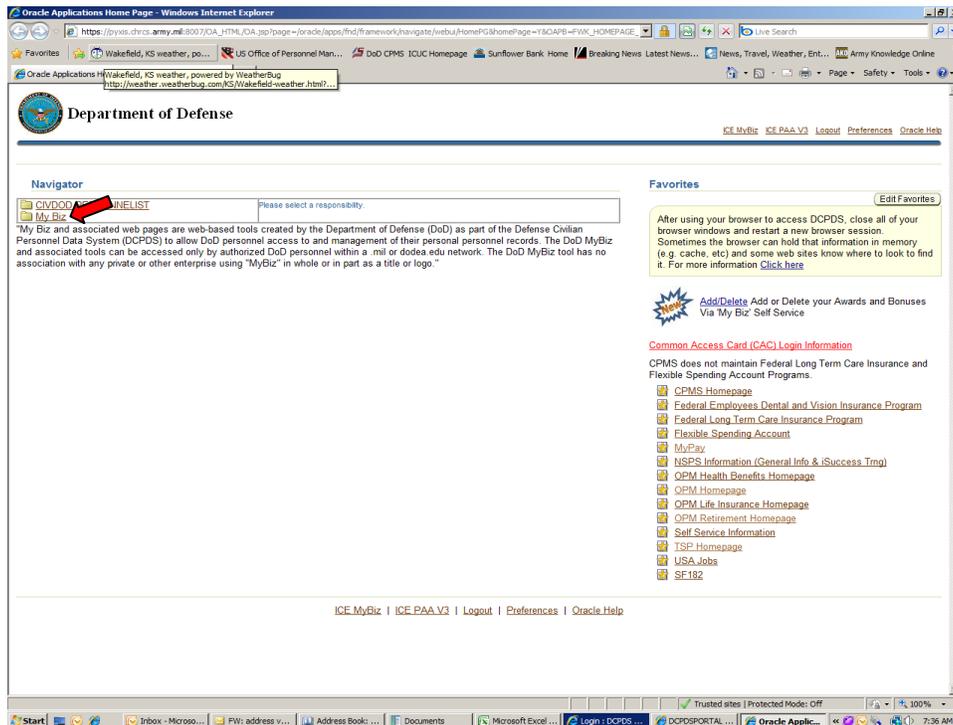
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
<http://www.cpmso.osd.mil/>

Privacy Act | Accessibility | Privacy and Security Policy

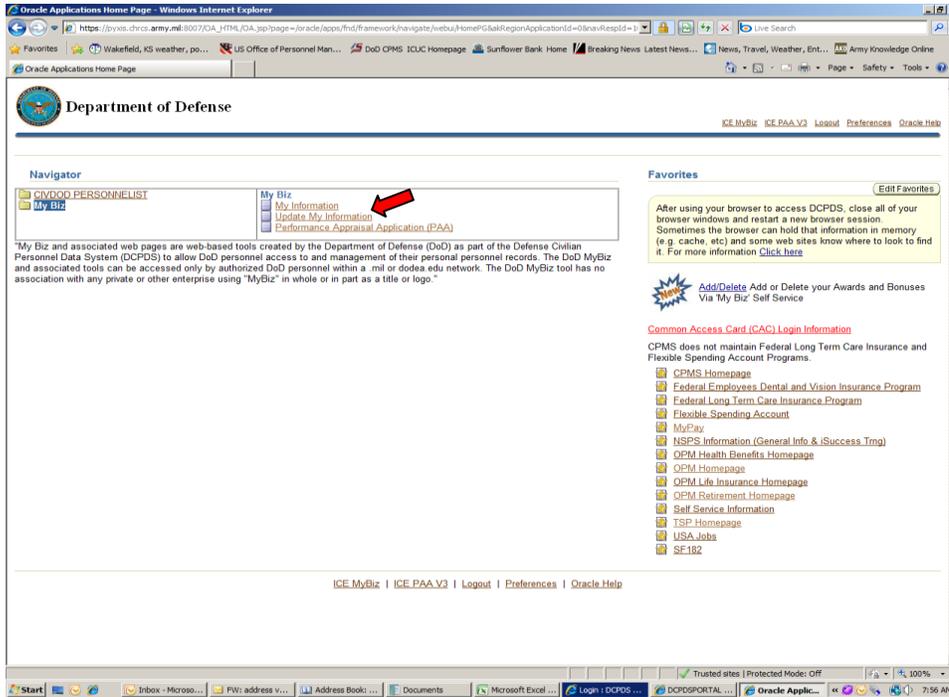
5. On the next screen that appears, choose your Digital Certificate. NOTE: Always select the **non-email certificate**, then select the **OK** button.
6. On the following screen, you will see two tabs - My Application Database and Add Additional Application/Databases. Make sure the **My Application Database** tab is selected and click **Army region**.



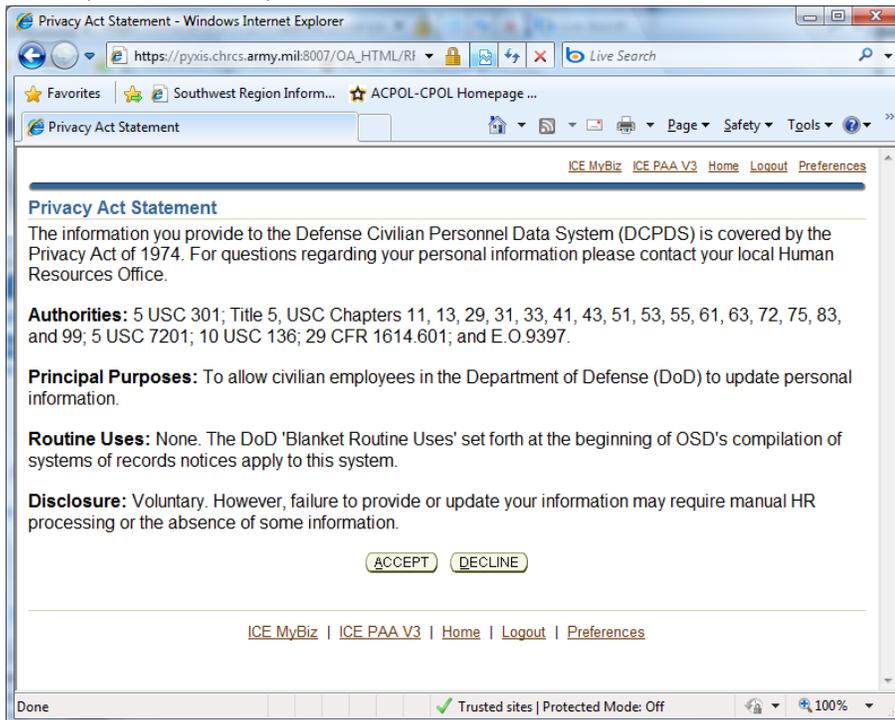
7. Click on the My Biz folder.



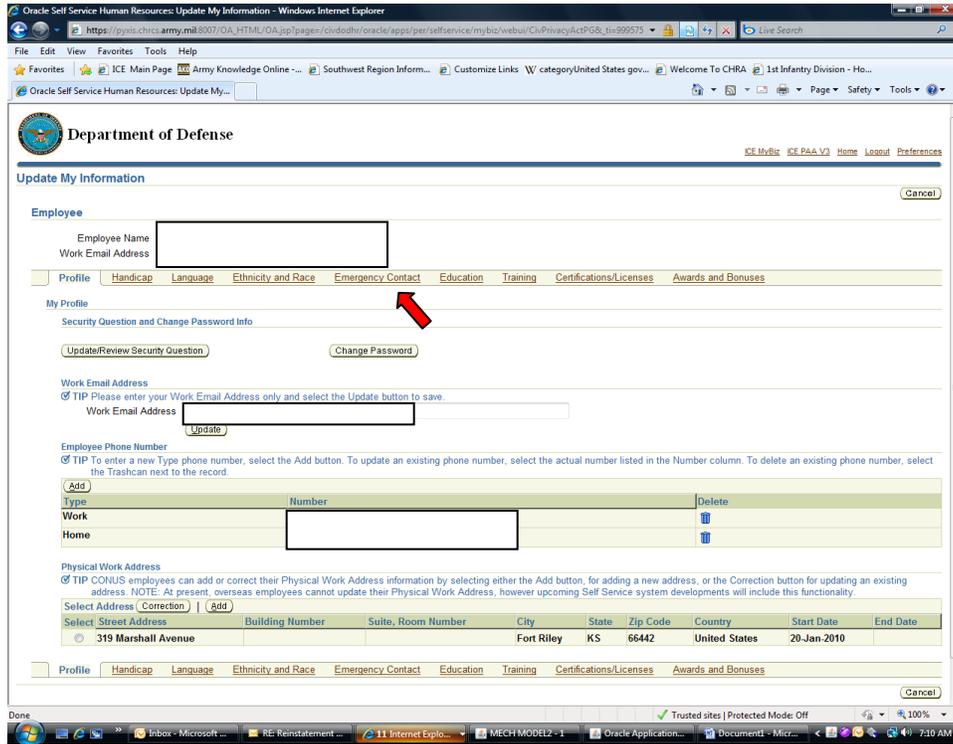
8. Click on the Update My Information selection.



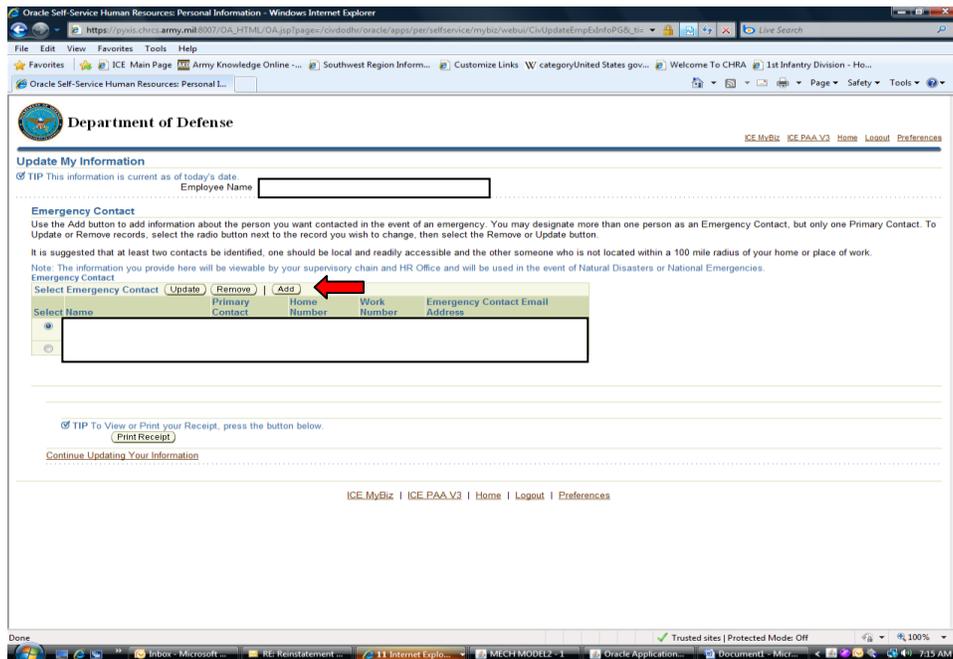
Click Accept on the DoD Privacy Act Statement.



- Select the **Emergency Contact** tab.



- On the Update My Information screen, select the add, remove, or update option.



- Complete the General Information fields with employee's primary contact person and also provide a telephone number for the contact person. After completing all fields, click **Next**

Emergency Contact : Add

TIP This information is current as of today's date.

Employee Name

Use this page to provide emergency contact information.

• Indicates required field

General Information

• First Name

Middle Name

• Last Name

Email Address

Primary Contact

TIP Do not add any contacts that are under the age of 18.

Residence Address

TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensures you fill in the City, State and Zip Code fields.

Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	78-222-1111	

- Review the Proposed contact information and click **Submit** if all information is correct, or click **Back** to make changes.

Update My Information: Review

TIP This information is current as of today's date.

Employee Name Employee Number

Business Group

Please review your changes. You must select the "Submit" button to save your changes.

Maintain Contact

Contact	Proposed
Relationship Type	Emergency Contact
First Name	John
Middle Name	C
Last Name	Doe
Email Address	john.c.doe@yahoo.com
Primary Contact	Yes
Relationship Began On	24-May-2010
Resides With Me	Yes

Phone

Phone	Proposed
Home	78-222-1111

13. Finally, a confirmation screen will appear. Employee can close out of this screen by clicking on the **X** in the right-hand corner; or can add additional contact persons by clicking on the **Return to Overview** selection and repeat Steps 11-14.

